

Ethics Issues for Executive Officers to Be Aware of

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Ethics issues to be addressed

Gifts from outside sources

Conflicts of interest

**Gifts from subordinates
property**

Use of govt.

**Financial disclosure forms
ceremonies**

Retirement

Non-Federal organizations

Political activities

Endorsements

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Fundraising

Miscellaneous

Gifts from Outside Sources

- **A commander may be offered:**
 - **Tangible objects -- \$20 / \$50 rule**
 - **Free attendance at a conference, lunch or dinner -- widely attended gathering rule**
 - **Gifts from foreign govts. -- special rules**
- **The commander is the approval authority for gifts of travel from foreign governments**

Gifts from Subordinates

- **When CC PCS's or retires, gifts may be offered**
- **There are different rules for each of the following:**
 - **Gifts to CC from non-subordinate employees**
 - **Gifts to CC from individual subordinates**
 - **Gifts to CC from a group of subordinates**
 - **Gifts to CC from off-base individuals or groups**
 - **Gifts to CC's spouse**
- **The Executive Officer may be asked what, if anything, the commander wants for a gift**

Filing Financial Disclosure Forms

- **General Officers (both commanders and non-commanders) must file a Public Financial Disclosure Report (SF 278):**
 - **Within 30 days after promotion to Brig. General,**
 - **Every year by 15 May, and**
 - **Within 30 days after retirement date**
- **\$200 penalty for filing late**

Reviewing Financial Disclosure Forms

- **A General Officer commander must review:**
 - **The public financial disclosure reports (SF 278) of direct subordinates who are General Officers, SES members or SES-equivalents, &**
 - **The confidential financial disclosure reports (OGE Form 450) of direct subordinates who are O-6/GS-15 or below, and who work in contracting or procurement**

Non-Federal Organizations

- **A commander may, under certain circumstances, provide the following as logistical support to events sponsored by non-Federal organizations:**
 - **Government employees as speakers**
 - **Use of government facilities**
 - **Use of government equipment**
- **If the base will have an ongoing relationship with a non-Federal organization, the commander may appoint a base employee to serve as a “DoD Liaison” to the organization, who will function as the “eyes and ears” of the commander**

Endorsements

- **A commander may be asked to:**
 - **Sign a memo to all base personnel speaking highly of an event sponsored by a non-Federal organization and urging them to attend**
 - **Write the Forward for a book that will be published by a private sector publishing house (and use his or her govt. title when doing so)**
 - **Provide a quotation for a contractor's annual report praising the company & its products**

Fundraising

- **A commander may be asked to provide support to a fundraising event sponsored by a non-Federal organization, such as:**
 - **Use of base facilities (e.g., the golf course),**
 - **Music by a military band at the event, or**
 - **An official endorsement of the event**
- **A commander may be asked to approve a raffle by a base-affiliated private organization**

Conflicts of Interest

- **Is the commander's spouse involved in any off-base organizations? If so, should the commander act on requests for support from that organization, or delegate the decision to someone else?**
- **Is the commander receiving recommendations or advice regarding support to a non-Federal organization from someone who is prohibited from providing same, *i.e.*, someone who is an officer, director, trustee, general partner or employee of the non-Federal organization?**

Use of Government Property

- **A commander may be asked to approve the use of government funds (or equipment) to obtain:**
 - **Business cards for government employees**
 - **Holiday greeting cards, or**
 - **Light refreshments for employees attending official conferences**

Retirement Ceremonies

- **When the commander retires, one must address issues of using govt. funds or resources to:**
 - **Print the invitations to the retirement ceremony**
 - **Mail the invitations to the retirement ceremony**
 - **Print the program for the retirement ceremony**
 - **Print the invitations for the retirement dinner**
 - **Mail the invitations for the retirement dinner**
 - **Print the program for the retirement dinner**
- **Rules are different if the retirement ceremony is also a change of command ceremony**

Political Activities

- **A commander may be asked to:**
 - **Endorse a local political candidate, or support a local political issue (e.g., an effort to put a military logo on the state's auto license plates)**
 - **Allow a Federal Congressional candidate to make a campaign appearance on base**
 - **Support a plan for the base to send letters to thousands of off-base civilians asking them to contact their Members of Congress and urge them to vote in favor of an AF weapon system**

Job Hunting Rules

- **A commander may receive a request from a direct subordinate to be disqualified from all matters involving a particular private company (so that the subordinate may proceed to seek employment with that company).**
- **A commander may be asked to approve off-duty employment by a direct subordinate (such as employment with a DoD contractor by a military officer who is on terminal leave).**

Miscellaneous

- **A commander may be asked by a private company for permission to use the organization's emblem in one of its products (such as a commemorative stamp).**
- **A commander may be asked by a private company to complete a customer survey (and may be offered a gift certificate, small cash payment or other gift for doing so).**